

Users Guide for Gasoline Delivery Vessels Data Entry

The following paragraphs and images are intended to guide you through the process of creating a user account, and entering data into the Gasoline Delivery Vessel (GDV) forms.

The opening page of the **Online GDV** system looks like this:

The screenshot shows the homepage of the DNREC online permitting system. At the top is a banner for the State of Delaware with a scenic view of a waterfront. Below this is the DNREC logo and the text "DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENTAL CONTROL (DNREC)". The main heading is "Gasoline Delivery Vessel Online Permit Application". Below this, it says "Welcome to DNREC Online Permitting" and includes a circular logo with a sun, water, and trees. The text continues: "Online Permitting allows you to submit your application electronically." There are two links: "Click Here" to download or print the mail-in application form, and another "Click Here" for the online application user guide. A "Login" button is also present. Below this, it says "If you do not have an account (not registered) then please select your company from the list below and click register button". There is a dropdown menu labeled "List of Companies" and a "Register" button. At the bottom, it says "If your company is new to DNREC and not listed above, then please Click Here to add your company to the list." The footer features the DNREC logo, the slogan "Blue Skies Delaware; Clean Air for Life", and a "DNREC online" logo.

State of Delaware
The Official Website of the First State

DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENTAL CONTROL (DNREC)

Gasoline Delivery Vessel Online Permit Application

Welcome to
DNREC Online Permitting

Online Permitting allows you to submit your application electronically.

[Click Here](#) to download or print the mail-in Gasoline Delivery Vessel (GDV) Application form.

Here at DNREC we are committed to making our services fast, secure and environmentally friendly!
For online application submission, please click login button below.

If you are already registered and have a Gasoline Delivery Vessel account click here to [Click Here](#) for online GDV application user guide [Login](#)

If you do not have an account (not registered) then please select your company from the list below and click register button

List of Companies [Register](#)

If your company is new to DNREC and not listed above, then please [Click Here](#) to add your company to the list.

Blue Skies Delaware; Clean Air for Life

DNREC online

If you are a first time user of the system, select your company from dropdown list and click the **Register** button. This will take you to the following page:

New Registration - Windows Internet Explorer

https://apps.dnrec.state.de.us/testCROMERR/fmNewRegistration.aspx?ReportID=6

New Registration

Create an Account

Your DNREC ORS Account gives you access to the Data Entry Application also.

First Name :* John

Middle Name :

Last Name :* Doe

Address Line 1 :* 121 Main St

Address Line 2 :

City :* Dover

State :* Delaware

Zip Code :* 19901

Desired User Name :* john.doe

Minimum of 3 to 50 characters in length and should start with a letter only.
Contains letters (a-z), numbers (0-9), underscore (_), period (.) and @ sign.

Check Availability

john.doe is available.

E-Mail Address :* john.doe@Wcompany.com

Confirm E-Mail Address :* john.doe@Wcompany.com

Security Question1 :* What was your high school mascot?

Answer1 :* Cardinal

User Privelage :*

☐ Data Entry Only

☒ Data Entry & Signing Rights

You need to supply all the requested information. Fields with asterisk are mandatory. The **Desired User Name** will be your User ID. Clicking the **Check Availability** button allows you to find out if the User Name you chose is still available. If not you will have to provide an alternative user name. Every user name has to be unique to this system. You must answer a security question you choose from a list. Select the privilege you desire. If you selected **Data Entry Only**, then someone with signing authority will be required to set up an account under the same company name. When you click the **Submit** button you will be taken to the following page:

DNREC - Online Reporting System

[Create an Account](#)

Your DNREC ORS Account gives you access to the Data Entry Application also.

Sites

All Sites:

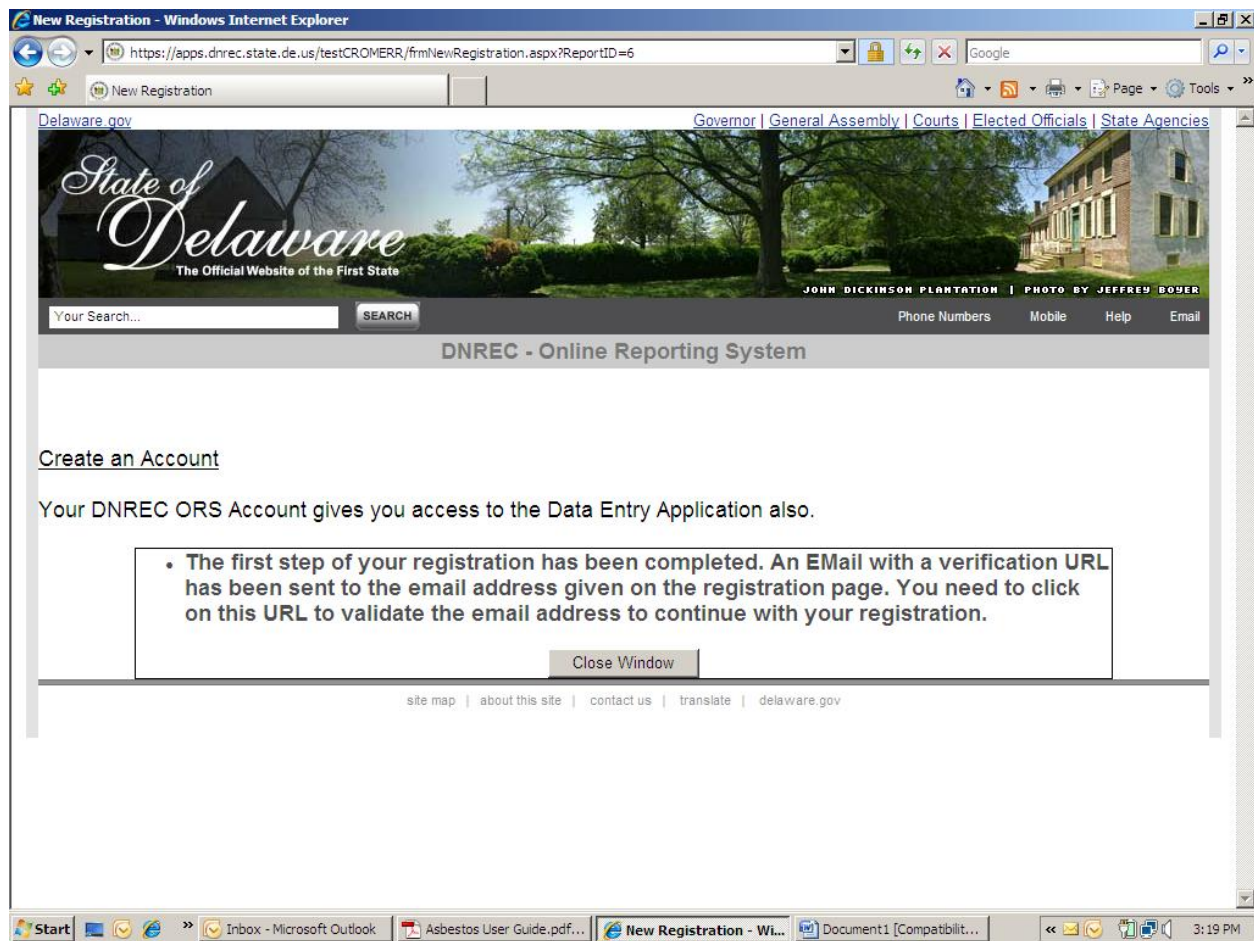
Search: ID

Select	ID	Site Name	Street Address
<input type="checkbox"/>	ALGR	Alger Oil Inc	559 Sylmar Road, Rising Sun, MD 21911 US
<input type="checkbox"/>	AVFC	AVFUEL Corporation (Dana)	47 West Ellsworth, Ann Arbor, MI 48108 US
<input type="checkbox"/>	BAKE	Wilson Baker Inc	PO Box 250, Milton, DE 19968 US
<input type="checkbox"/>	BALT	Baltimore Tank Lines Inc	180 8th Avenue, PO Box 1028, Glen Burnie, MD 21061 US
<input type="checkbox"/>	BIGG	Biggs Fuel Company	PO Box 178, Galena, MD 21635 US
<input type="checkbox"/>	BOUL	Boulder Oil Company	540 Old Barksdale Road, Newark, DE 19711 US

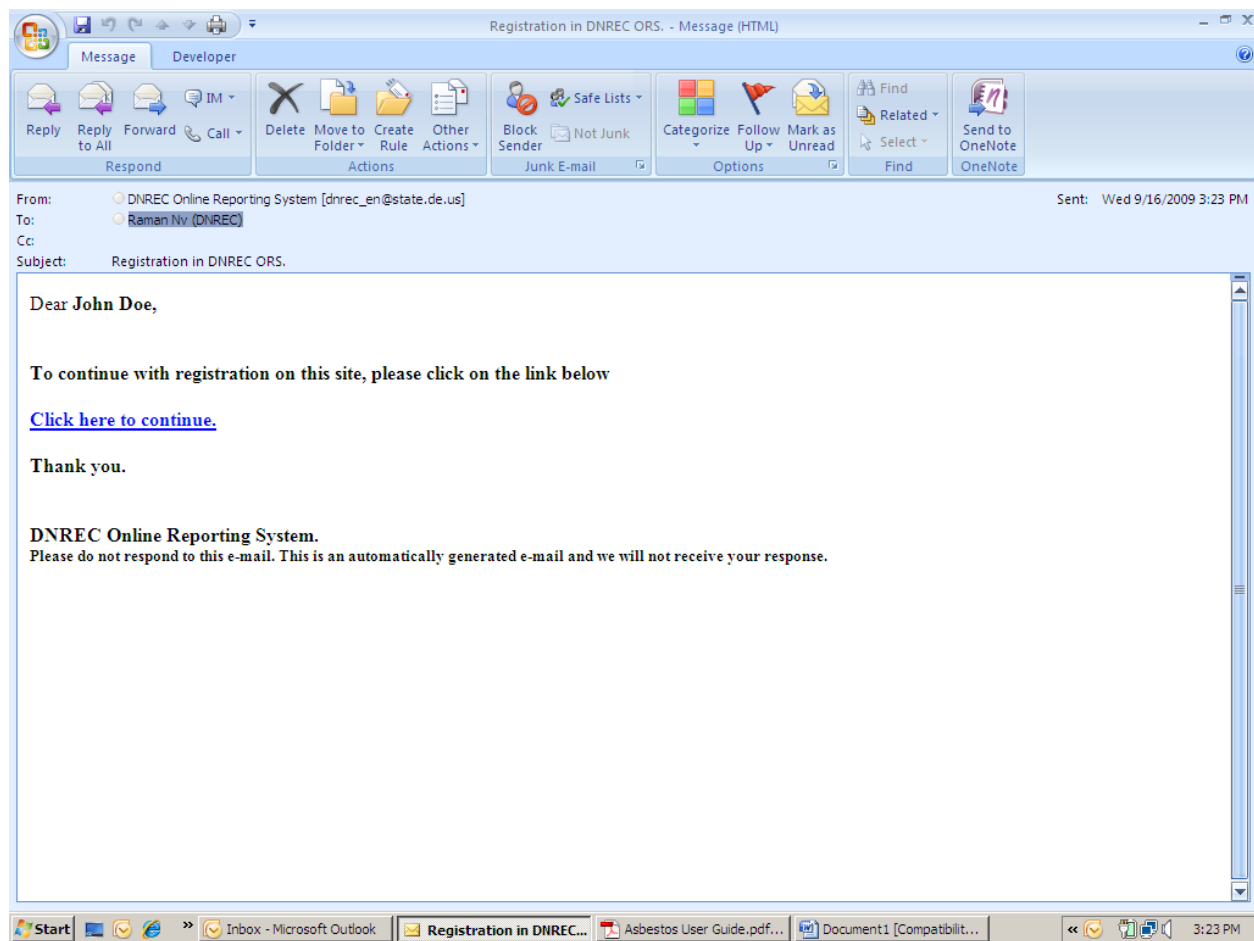
Requested Sites:

Select	ID	Site Name	Street Address
No Site(s) Selected.			

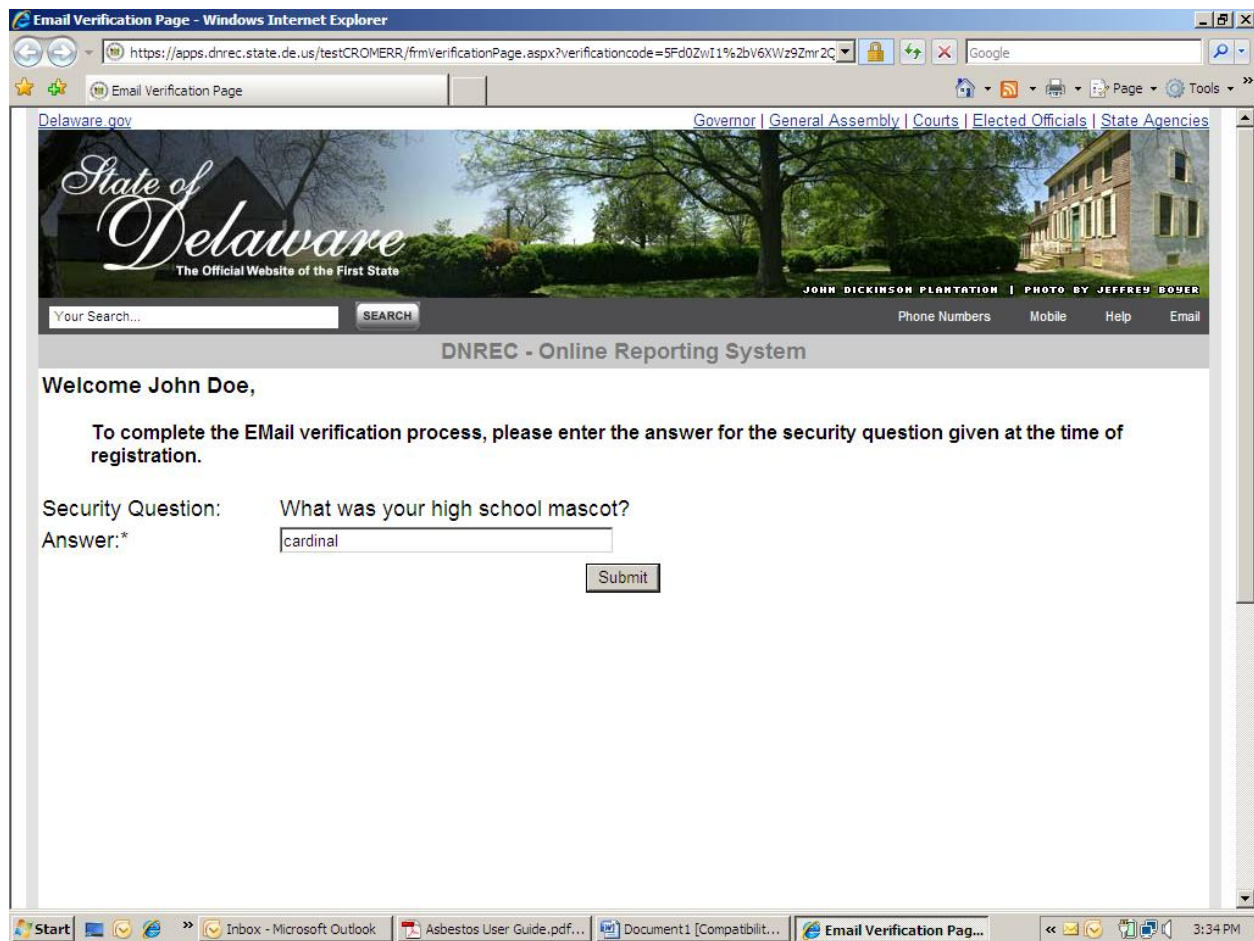
Check the box to the left of the company(s) for which you wish to register then click **Add Selected Site(s) button**. Once the company name appears below to **Requested Sites:** then click Submit button; you will be taken to the following page:



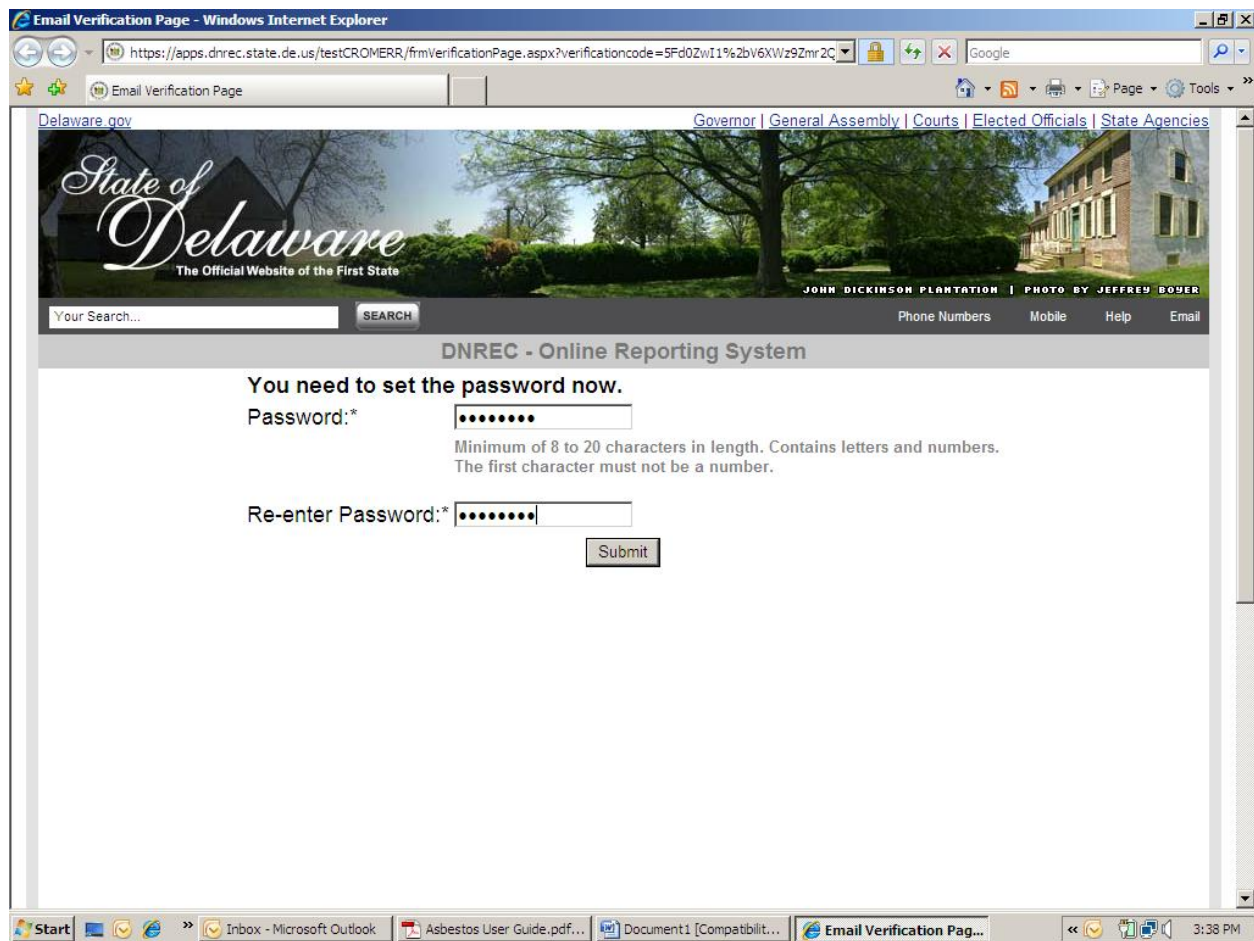
Once Use ID (Login Name) setup is complete, you will be sent an email. In the email click the verification link to continue page shown as below.



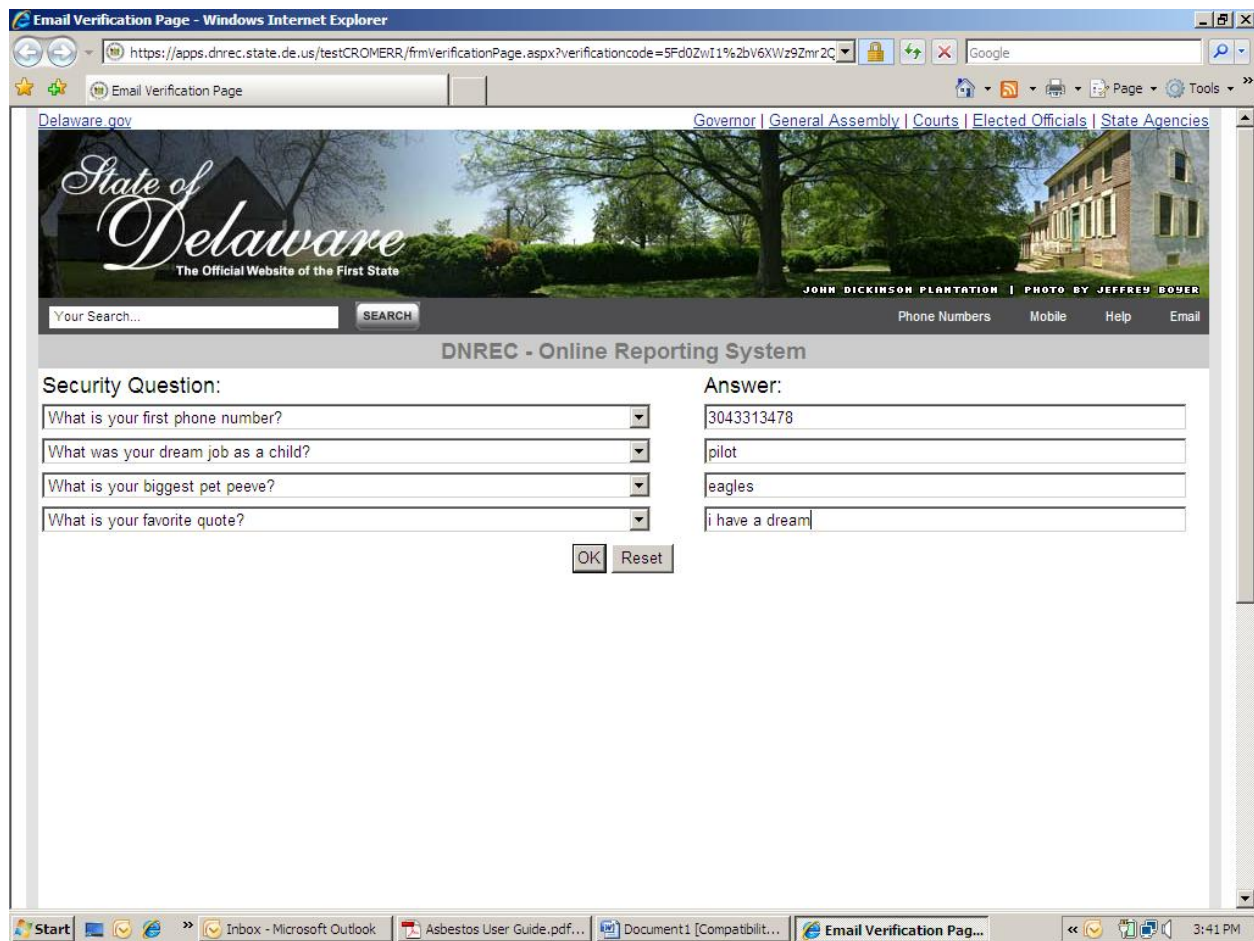
You will now be taken to the following page:



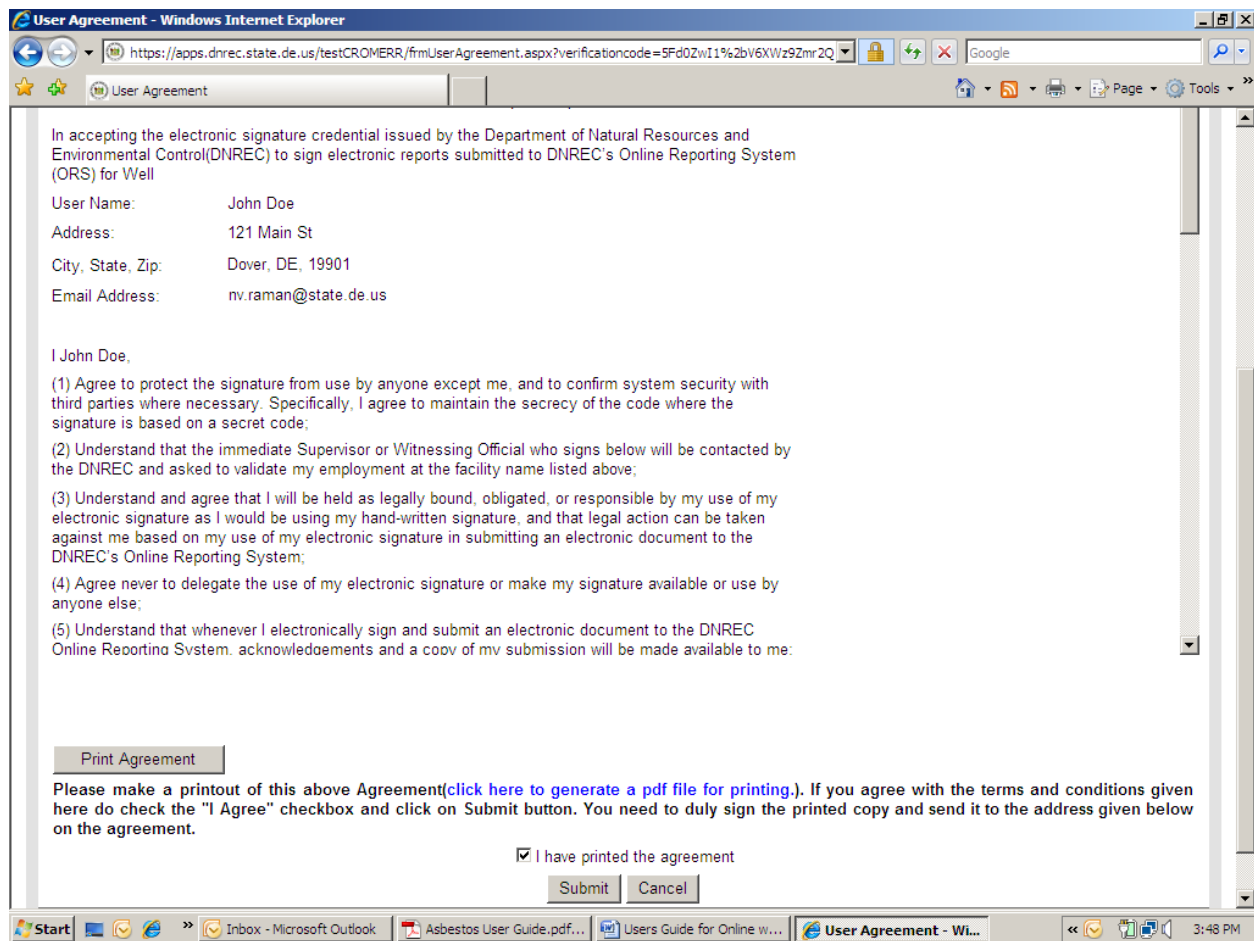
Provide the answer to the security question selected earlier and click the **Submit** button. The next page will enable password setup:



Provide the password and click the **Submit** button. On the next page, you will select four more security questions as follows:

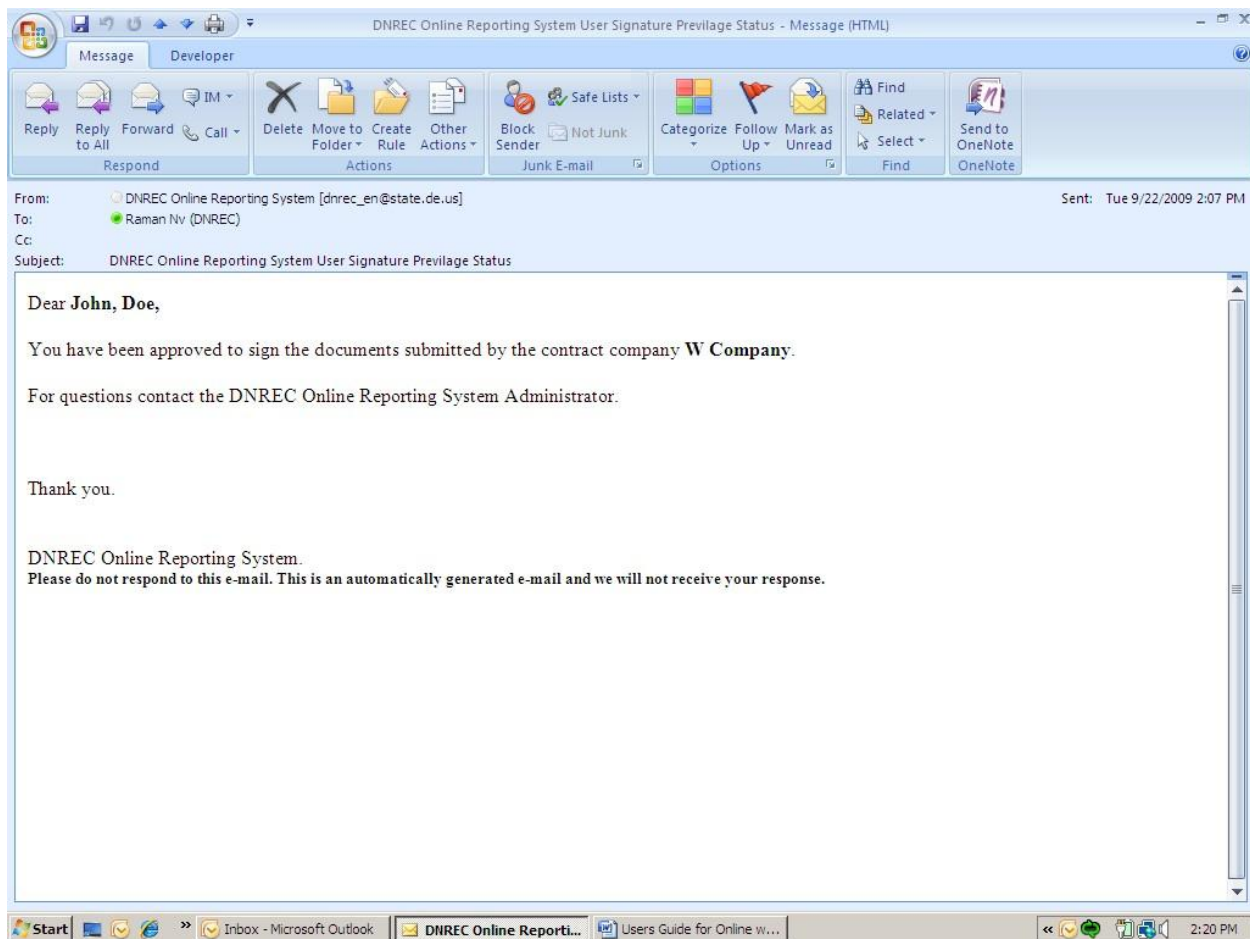


After selecting and answering security questions click OK to proceed to next page:

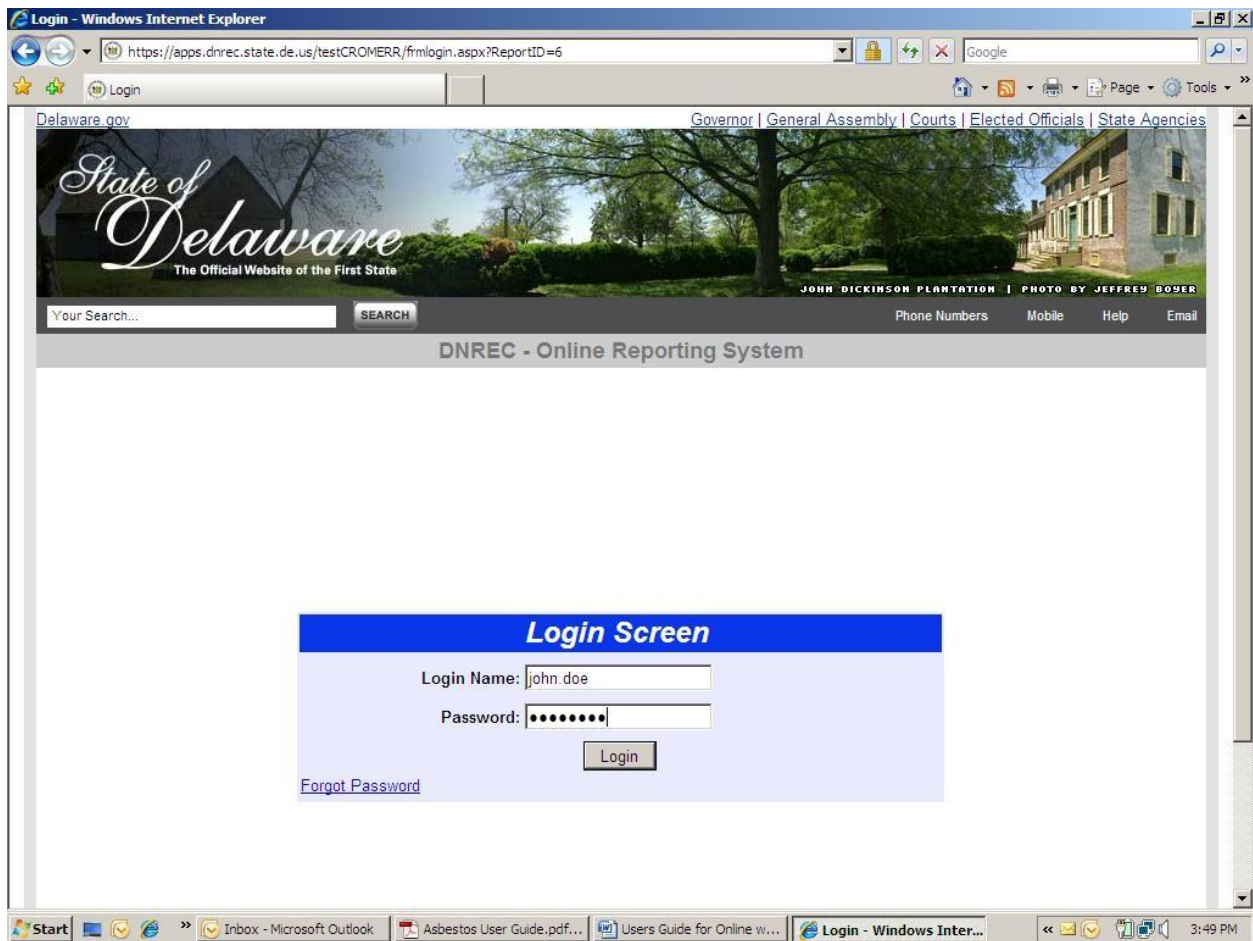


Print the agreement then check the box stating you have printed and next click on **Submit** button. Sign the printed agreement and fax to Division of Air Quality, once approved you will be sent an email. You now have access to begin the data entry and to sign documents you submit online.

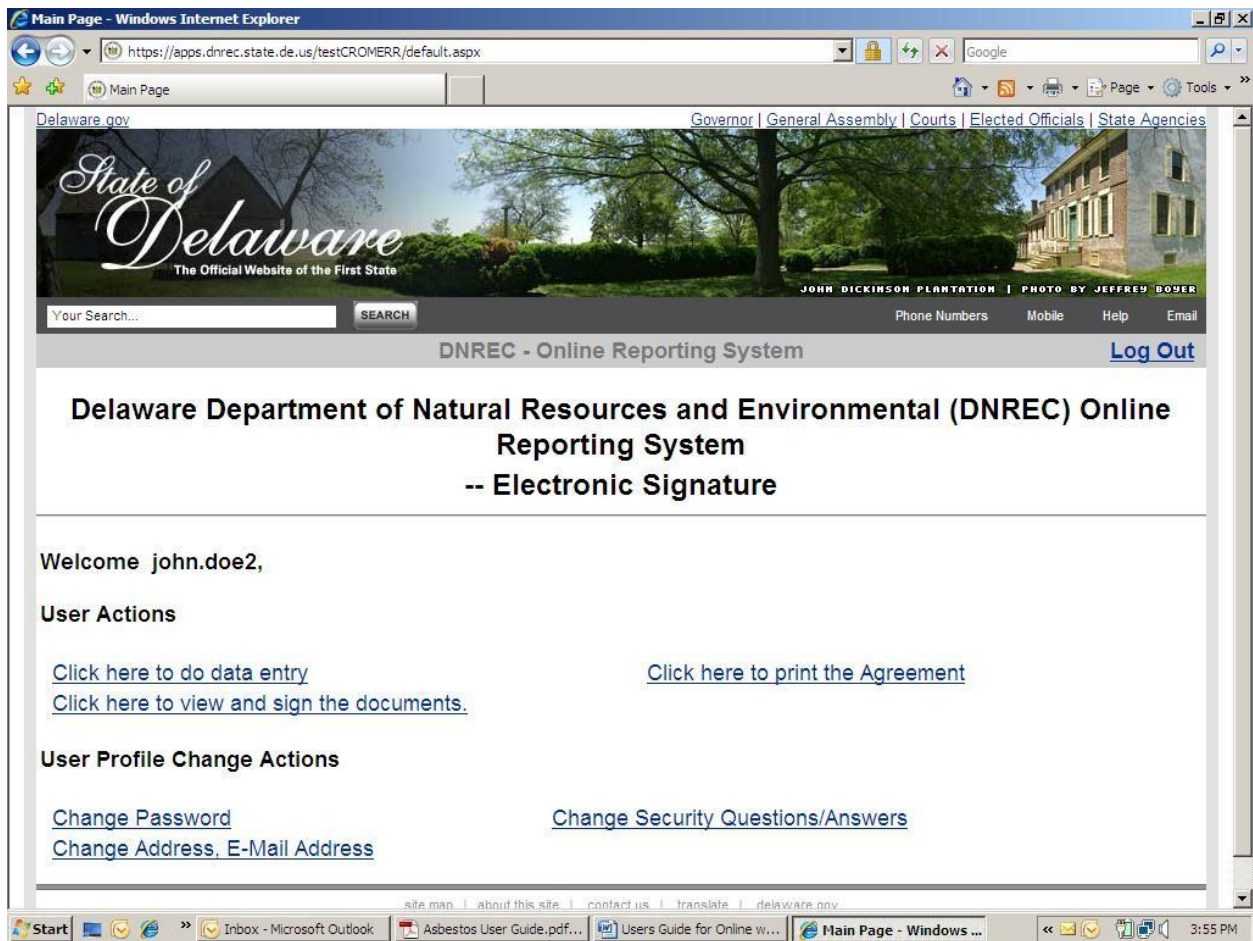
After you have been approved by DNREC to use the online system, go to the opening page of the online GDV application as shown on page 1, click on **Existing User** button; you will now be taken to the log in page:



After you have been approved by DNREC to use the online system, go to the opening page of the online GDV permit application as shown on page 1, click on **Login** button; you will now be taken to the log in page:



Enter the Login Name and the password that you have established and click **Login** button. Your next page will be as follows:



This is the starting page, once you have set up a login to your user account. Every time you log in you will be taken to this page. You can do a number of things from this page:

1. Go to the data entry system for GDV
2. Sign the completed GDV permit application once data has been entered
3. Print the agreement again if needed
4. Change your password
5. Change your email address
6. Change your security questions or answers to the questions you have already selected.

If you are ready to proceed to enter data for an application click on the first link “Click here to do data entry” and you will be taken to the following page:

DNREC - Online Reporting System [Log Out](#)

• Please select a site for which you need to do a data entry.

Sites

Select	ID	Site Name	Street Address
<input checked="" type="radio"/>	AVFC	AVFUEL Corporation (Dana)	47 West Ellsworth, Ann Arbor, MI 48108 US
<input type="radio"/>	BALT	Baltimore Tank Lines Inc	180 8th Avenue, PO Box 1028, Glen Burnie, MD 21061 US

This page will list the Companies (Sites) you selected while registering for the online system. To begin entering data for Gasoline Delivery Vessels, select the company for which you intend to do the data entry and click on **Data Entry Application** button. Also you can resume data entry for any partially completed applications here.


Clicking on **Data Entry Application** will take you to GDV Home page:

USER- Home | Log Out

DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENTAL CONTROL (DNREC) • DIVISION OF AIR QUALITY

[Home](#) | [Submission Form](#) | [Status](#) | [Contact Us](#) | [DAQ Contact Info](#)

Welcome to Gasoline Delivery Vessel Online Permit Application



Gasoline Delivery Vessel Home Page

Blue Skies Delaware; Clean Air for Life

On the upper menu tab clicking on **Submission Form** will take you to the Submission form page:

[USER-](#) [Home](#) | [Log Out](#)

DEPARTMENT OF NATURAL RESOURCES
& ENVIRONMENTAL CONTROL (DNREC)
DIVISION OF AIR QUALITY

[Home](#) | [Submission Form](#) | [Status](#) | [Contact Us](#) | [DAQ Contact Info](#)

Section A – Administrative Information

Company Name :
Contact Phone :
Email Address :

DE Business License # :

Mailing Address

Address 1:

Address 2:

City:

State:

Zip Code:

Physical Location
☐ Same as Mailing address

Address 1:

Address 2:

City:

State:

Zip Code:

Billing Address
☐ Same as Mailing address
 ☐ Same as Physical Location address
 ☐ None

Address 1:

Address 2:

City:

State:

Zip Code:

Billing First Name:
Billing Middle Name:
Billing Phone:
Billing Last Name:
Billing Email :

Owner Information:

First Name:
Middle Name:

Last Name:

Operator Information:

First Name:
Middle Name:

Last Name:

*Click Next button below for see and/or add vessels to your company list.

NEXT

On Submission form page if you intend to update the company information, enter new data in appropriate fields and click on **Update** button. To view existing (or) to enter new Gasoline Delivery Vessels information click on **Next** button; this takes you to following page:

USER- Home | Log Out

DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENTAL CONTROL (DNREC) • DIVISION OF AIR QUALITY

Home | Submission Form | Status | Contact Us | DAQ Contact Info

View Existing Vessels | Add New Vessel

Newly Added Gasoline Delivery Vessels

No vessels are added...!!

Pay

*Payment is required after adding a new Gasoline Delivery Vessel. (\$50 per vessel)
 *Place check in the box at left to indicate vessels for which you want to pay and click on Pay button.
 *Payment can be made using Credit/Debit card.
 *After payment is made, DNREC will process the permit(s) and notify user by email once approved.
 *To check the status of vessel permit(s) and payments, Click on the upper menu tab status.

On this page:

- *Payment is required after adding a new Gasoline Delivery Vessel. (\$50 per vessel)
- *Place check in the box at left to indicate vessels for which you want to pay and click on Pay button.
- *Payment can be made using Credit/Debit card.
- *After payment is made, DNREC will process the permit(s) and notify user by email once approved.
- *To check the status of vessel permit(s) and payments, Click on the upper menu tab status.

View Existing Vessels Button takes you to this following page:

USER- Home | Log Out

DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENTAL CONTROL (DNREC) • DIVISION OF AIR QUALITY

Home | Submission Form | Status | Contact Us | DAQ Contact Info

Back

Existing Gasoline Delivery Vessels

Vehicle ID No./Serial	Company Unit#	Permit#	Permit Status	
1H4TO4128DK010305	106	APC2002/0053	Cancelled	
91-7758	31	APC2000/0052	Cancelled	
877873	20	APC2000/0050	Cancelled	
0LC002577	103	APC1997/0062	Cancelled	
4EK007903	105	APC1997/0060	Out of Compliance	Edit
A6925E	26	APC1997/0059	Cancelled	

*Modification of Method 27 test information is only accepted for active and out of compliance vessels.
 *User can update the active vessels Method 27 testing information before the test due date.
 *Once the existing vessel testing information is updated and saved, DNREC will process the information and notify you whether or not it is approved.
 *If you encounter any difficulties, please contact Dawn Beams at Division of Air Quality (302)-739-9402.

This page lists all vessels associated with the company. To make changes click on edit link:

- *Modification of Method 27 test information is only accepted for active and out of compliance vessels.
- *User can update the active vessels Method 27 testing information before the test due date.
- *Once the existing vessel testing information is updated and saved, DNREC will process the information and notify you whether or not it is approved.
- *If you encounter any difficulties, please contact Dawn Beams at Division of Air Quality (302)-739-9402.

Clicking the **Edit** link takes you to this following page:

USER- Home | Log Out

DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENTAL CONTROL (DNREC) • DIVISION OF AIR QUALITY

Home | Submission Form | Status | Contact Us | DAQ Contact Info

Section B – Delivery Vessel Information

Company Unit# :	<input type="text" value="105"/>	Vehicle ID No./Serial # :	<input type="text" value="4EK007903"/>
Manufacture :	<input type="text"/>	Make :	<input type="text"/>
Delivery Vessel Capacity :	<input type="text"/>	Year :	<input type="text"/>
		Number of Compartments :	<input type="text" value="1"/>

Section C – Testing Company Information (per Test Method 27 of Appendix A of 40 CFR Part 60)

Select Test Company. If not listed, Please write below :

Name of Testing Company : **Date tested :**

Attach Required Testing Documents:

Test Results Upload :

☒ I Agree, and hereby certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all of its attachments and that the information is true, accurate, and complete. I certify based on information and belief formed after reasonable inquiry, the statements and information in this document are true, accurate, and complete. By signing this form, I certify that I have not changed, altered, or deleted any portions of this application. I acknowledge that I cannot commence construction, alteration, modification or initiate operation until I receive written approval (i.e. a permit) from the Department. I acknowledge that I may be required to perform testing of the equipment to receive construction or operation approval, and that if I do not receive approval to construct or operate that I can appeal the decision.

In section C, testing company and (or) test date may be edited. If editing test date, Attach proof of current test.

Add New Vessels Button takes you to this following page:

DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENTAL CONTROL (DNREC) • DIVISION OF AIR QUALITY

Home | Submission Form | Status | Contact Us | DAQ Contact Info

Section B – Delivery Vessel Information

Company Unit# : Vehicle ID No./Serial # :
 Manufacture : Make : Year :
 Delivery Vessel Capacity : Number of Compartments :

Section C – Testing Company Information (per Test Method 27 of Appendix A of 40 CFR Part 60)

Select Test Company. If not listed,
 Please write below :
 Name of Testing Company : Date tested :

Attach Required Testing Documents:

Test Results Upload :

☒ I Agree, and hereby certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all of its attachments and that the information is true, accurate, and complete. I certify based on information and belief formed after reasonable inquiry, the statements and information in this document are true, accurate, and complete. By signing this form, I certify that I have not changed, altered, or deleted any portions of this application. I acknowledge that I cannot commence construction, alteration, modification or initiate operation until I receive written approval (i.e. a permit) from the Department. I acknowledge that I may be required to perform testing of the equipment to receive construction or operation approval, and that if I do not receive approval to construct or operate that I can appeal the decision.

Fill in the appropriate fields on this page and click on **save** button.

Once the new vessel information is saved it takes you to following page:

DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENTAL CONTROL (DNREC) • DIVISION OF AIR QUALITY

Home | Submission Form | Status | Contact Us | DAQ Contact Info

Newly Added Gasoline Delivery Vessels

<input type="checkbox"/>	Vehicle ID No./Serial	Company Unit#	Capacity	Compartments	Testing Comapny Name	Date Tested	Delete
<input checked="" type="checkbox"/>	1H4TO4128DK010305	106		1	Self	10/29/2012	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

If you need to add more vessels, click on '**Add New Vessel**' button again and follow the steps mentioned above.

[USER-](#) [Home](#) | [Log Out](#)

DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENTAL CONTROL (DNREC)
DIVISION OF AIR QUALITY

[Home](#) | [Submission Form](#) | [Status](#) | [Contact Us](#) | [DAQ Contact Info](#)

[Existing Vessels](#) | [Add New Vessel](#)

Newly Added Gasoline Delivery Vessels

<input type="checkbox"/>	Vehicle ID No./Serial	Company Unit#	Capacity	Compartments	Testing Comapny Name	Date Tested		Delete
<input checked="" type="checkbox"/>	1H4TO4128DK010305	106		1	Self	10/29/2012	Edit	Delete
<input checked="" type="checkbox"/>	105	4EK007903		1	Advanced Tank Services Co	10/29/2012	Edit	Delete

[Pay](#)

After adding all the vessels required, select the vessel(s) by checking the box to the left for which you want to make payment and click the **Pay** button which takes you to Confirmation page shown below:

[USER-](#) [Home](#) | [Log Out](#)

DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENTAL CONTROL (DNREC)
DIVISION OF AIR QUALITY

[Home](#) | [Submission Form](#) | [Status](#) | [Contact Us](#) | [DAQ Contact Info](#)

[Back](#)

Delivery Vessels Selected for Payment

Vehicle ID No./Serial	Company Unit#	Capacity	Compartments	Testing Comapny Name	Date Tested
1H4TO4128DK010305	106		1	Self	10/29/2012
105	4EK007903		1	Advanced Tank Services Co	10/29/2012

[NEXT](#)

After verifying the newly added vessels for the payment, Click on **Next** button which takes you to the following payment information page:



Please fill the Billing Information and click continue for Credit/Debit card payment.

Billing Information

First Name:*

Last Name:*

Address:*

City:*

State:*

Zip:*

Email:*

Required Payment: \$

[Continue](#)

After entering required data above click on **Continue link** which takes you to the following Secured Credit/Debit card payment page (Payment calculated \$50 per newly added vessel):

Secured Credit/Debit card payment page.

Required fields are highlighted with an asterisk.

Payment information:

Amount:* \$100.00

Please enter the following information about your payment method:

Cardholder's Name:*

Cards Accepted:



Card Number:*

Signature Panel Code:*

Expiration Date:*

Billing information:

Address:*

City:

State:

Zip:*

Enter all required info and click **Submit Payment** button.

This takes you to the following page:

Please verify the following information:

Amount: \$100.00

Card information:

Cardholder's Name: *****

Card Type: Visa

Card Number: *****1111

Signature Panel Code: *****

Expiration Date: *****

Billing information:

Address: *****

City: *****

State: *****

Zip: *****

Is this information correct?

After verifying all the information, click on Yes or No button as appropriate.

Click **no** to edit any incorrect info and when correct click **yes** which proceeds to payment status.



DEPARTMENT OF NATURAL RESOURCES
& ENVIRONMENTAL CONTROL (DNREC)



****Payment Successful****

State of Delaware (DNREC)
Department of Natural Resources & Environmental
Control

Division of Air Quality
655 S Bay Road Suite 5N
Dover, DE 19901
Phone: (302) 739-9402
Fax: (302) 739-3106



Air Permit

Dover19901
302-739-9945

Receipt

Date:	11/7/2012
Description:	Air Permitting Fee
Card Type:	Visa
Card Number:	41*****1111
Amount:	\$100.00
Receipt No.:	*****
Submission ID Number:	*****

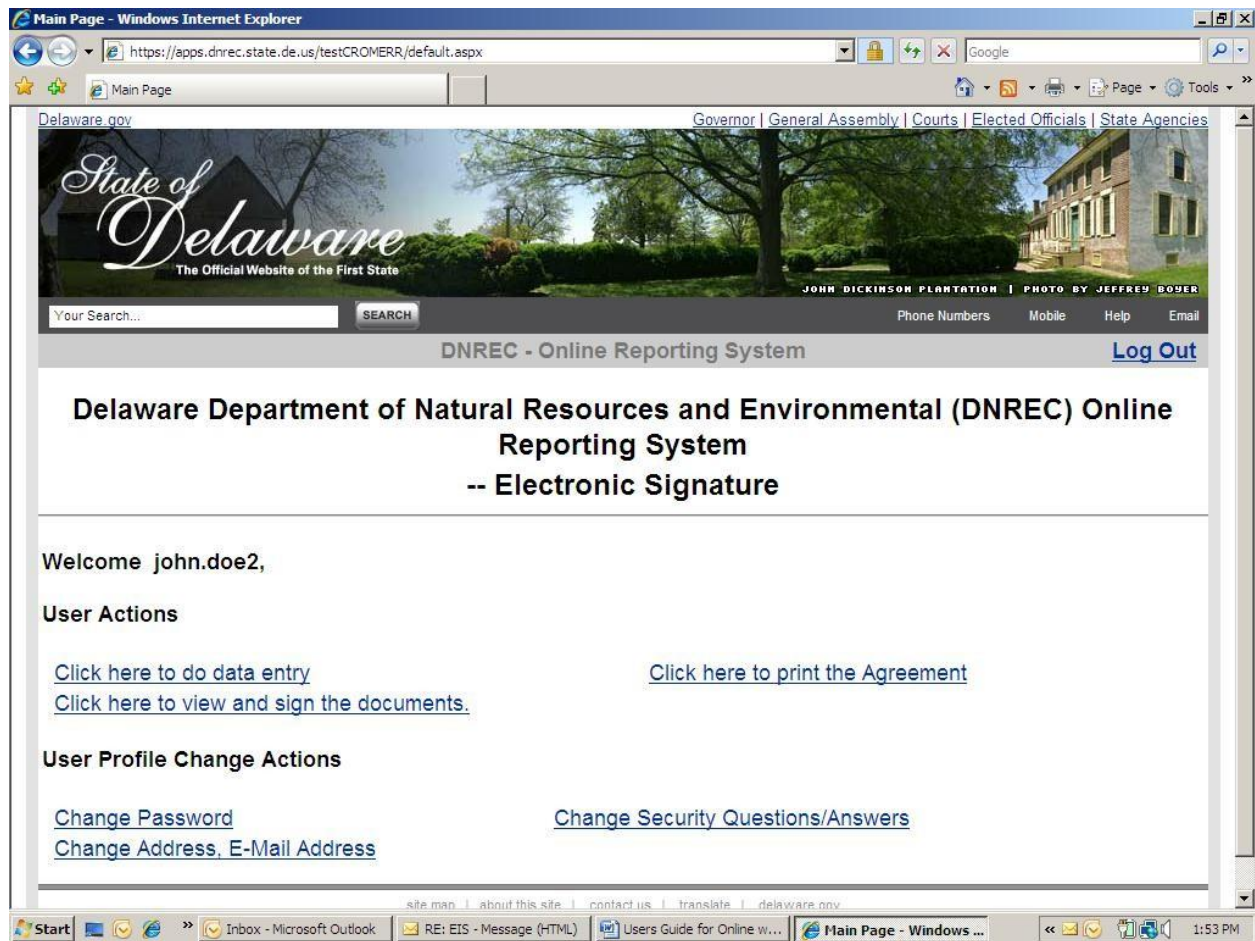
click here to a copy of this receipt for your records.

[Continue to Home page](#)


Click on **Print** button to print copy of the receipt. You will also be notified by email with the payment details.

Continue to Home Page button takes you to the Gasoline Delivery Vessels home page.

Once you have completed the GDV permit application you will be able to electronically sign the application and submit it to DNREC for approval. The authorized person should then go to opening page of GDV online system and login, the following page appears:



Click on the link “Click here to view and sign documents” link. The following page will list all vessel data for which you have performed the data entry:



State of Delaware

The Official Website of the First State

DNREC - Online Reporting System

Log Out

Search Criteria

Your Sites

<input type="checkbox"/>	ID	Site Name	Street Address
<input checked="" type="checkbox"/>	AVFC	AVFUEL Corporation (Dana)	47 West Ellsworth, Ann Arbor, MI 48108 US
<input type="checkbox"/>	BALT	Baltimore Tank Lines Inc	180 8th Avenue, PO Box 1028, Glen Burnie, MD 21061 US


Search

Documents For Selected Sites

	File Name	Comments	ID	Site Name	Submitted Date	Submitted By	Status
Sign	2..pdf	Gasonline Delivery Vessels Data Entry by Users Online	AVFC	AVFUEL Corporation (Dana)	11/09/2012 02:45 PM	praveen.jarugulla	Submitted

Home

Click the **“Sign”** button next to the application you just submitted. The following page will allow you to preview the application again before you click the **Sign Document** button:



State of Delaware
The Official Website of the First State

DNREC - Online Reporting System
[Log Out](#)

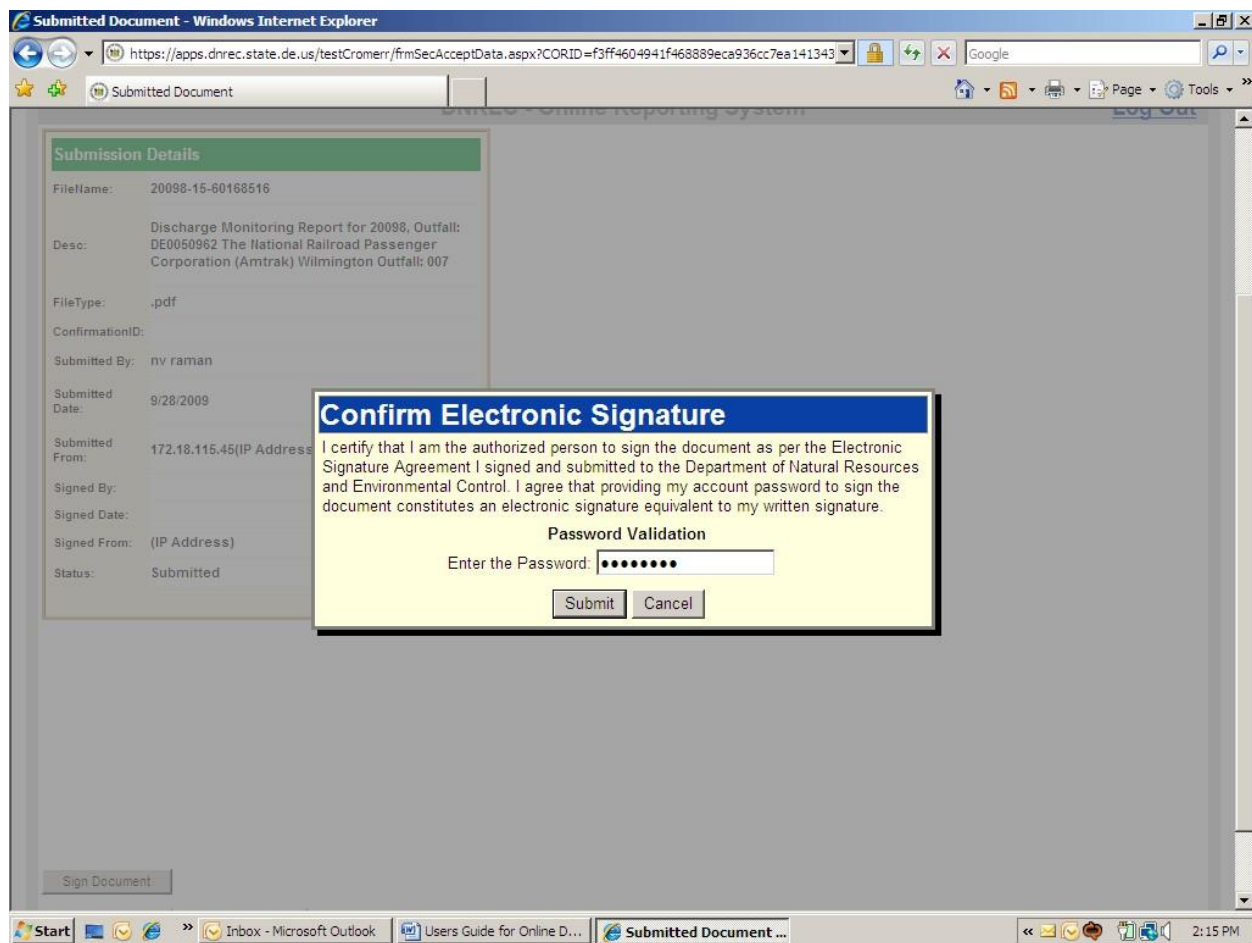
Submission Details

FileName:	2
Desc:	Gasonline Delivery Vessels Data Entry by Users Online
FileType:	.pdf
ConfirmationID:	p20121196911
Submitted By:	Praveen Jarugulla
Data Entry Completed On:	11/9/2012
Submitted From:	172.18.115.12(IP Address)
Signed By:	Praveen Jarugulla
Signed Date:	11/9/2012
Signed From:	172.18.115.12(IP Address)
Status:	Submitted

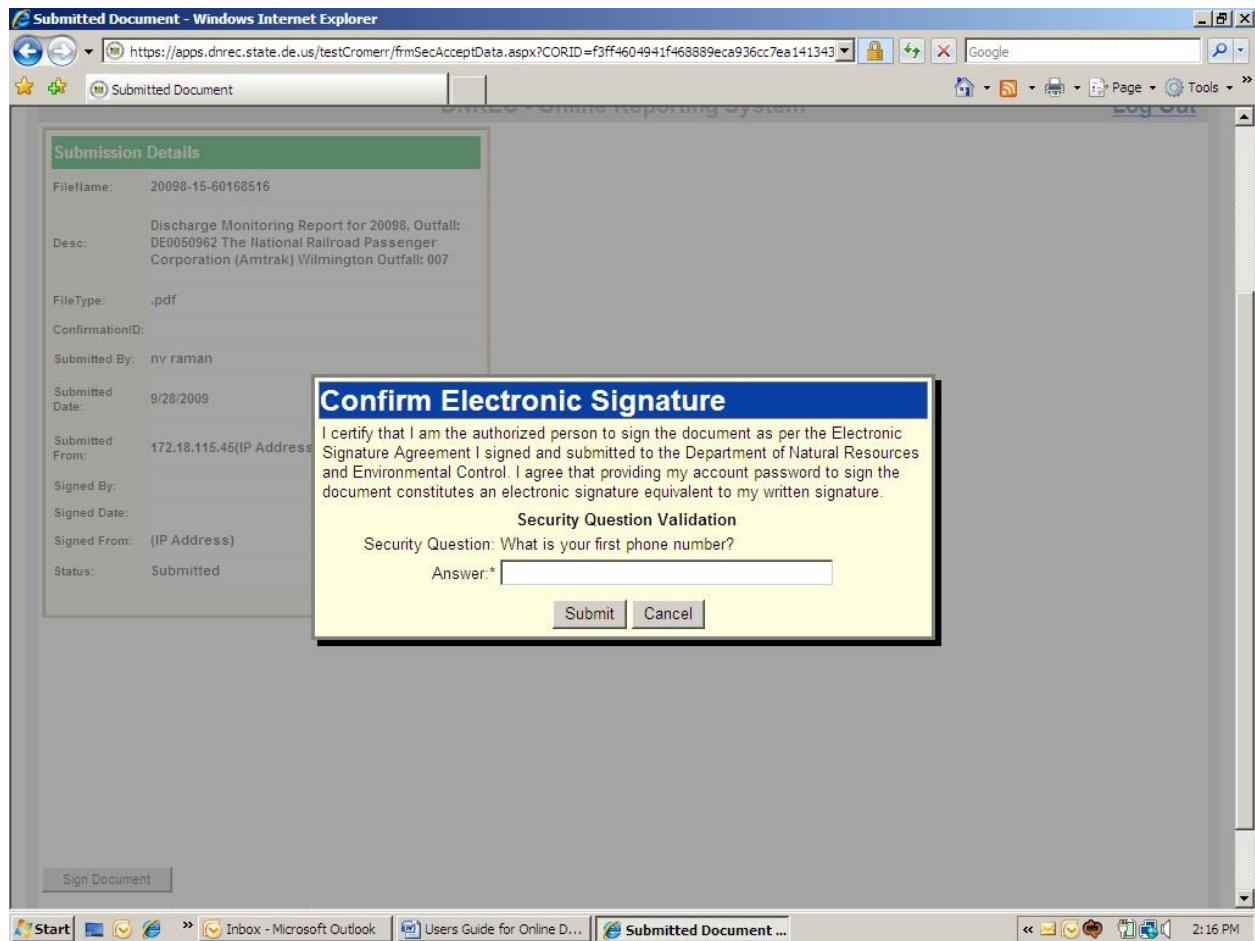
STATE OF DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL AIR POLLUTION CONTROL PERMIT APPLICATION								AQM-GDV-01
APPLICATION FOR - Gasoline Delivery Vessels Permit								DEPARTMENT USE ONLY
A Permit is required for any Gasoline Tank Truck equipped for gasoline vapor recovery. (see Regulation 2, Section 2 (Permits) and Regulation 24, Section 27 (Gasoline Tank Trucks)) This application must be completed and returned to the Department for review and permit approval. Please attach any test results and tank truck identification numbers to this application form.								Permit Number
								Received Stamp
Section A - Administrative Information								
Company Name:				DE Business License #:				
Email Address:				Phone:				
Mailing Address:				City:	State:	Zip Code:		
Physical Location:				City:	State:	Zip Code:		
Billing Address:				City:	State:	Zip Code:		
Billing Contact Name:			Billing Phone:		Billing Email Address:			
Owner Name:				Operator Name:				
Section B & C - Delivery Vessel Information & Testing Company Information (per Test Method 27 of Appendix A of 40 CFR Part 60)								
Delivery Vessel Serial No. (Or Truck, if Integrated)	Vehicle ID No.	Manufacture	Make	Year	Delivery Vessel Capacity	No Of Compartment- ments	Name of Testing Company	Date Tested
Test1	T123456789					1	Self	11/02/2012
I, the undersigned, hereby certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all of its attachments and that the information is true, accurate, and complete. I certify based on information and belief formed after reasonable inquiry, the statements and information in this document are true, accurate, and complete. By signing this form, I certify that I have not changed, altered, or deleted any portions of this application. I acknowledge that I cannot commence construction, alteration, modification or initiate operation until I receive written approval (i.e. a permit) from the Department. I acknowledge that I may be required to perform testing of the equipment to receive construction or operation approval, and that if I do not receive approval to construct or operate that I can appeal the decision.								
Authorized Agent - Printed			Authorized Agent - Signed			Date		
DNREC Division of Air Quality Management 655 S. Bay Rd., Suite 5N Dover, DE 19901								

[Sign Document](#)
[Home](#)

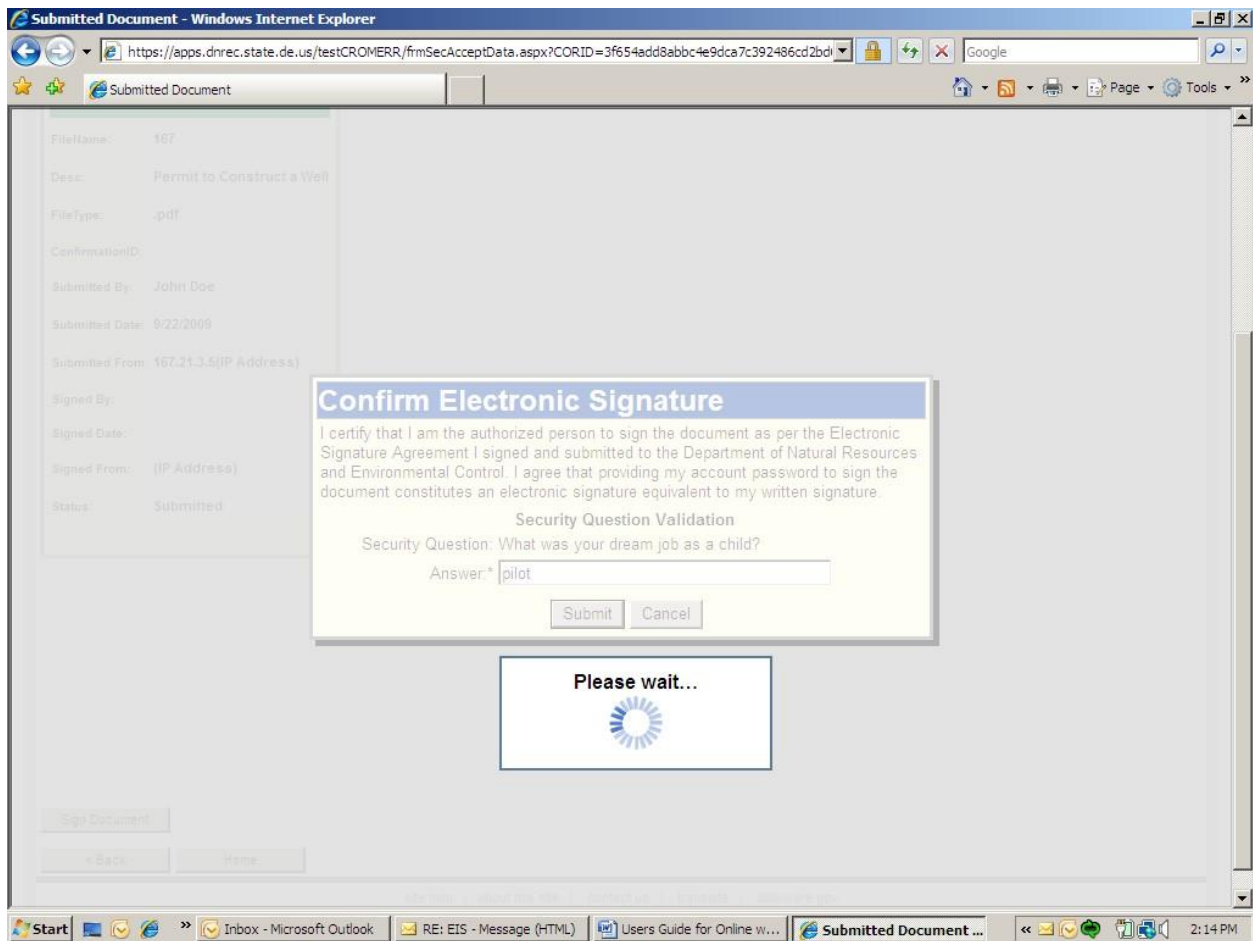
Click the **Sign Document** button. You will be prompted for your password after the Certification statement:



Enter your password and click **Submit**. You will be prompted to answer one of the security questions you selected:



Enter the answer and click the **Submit** button. You will see a progress screen and finally the page showing the status of the application as signed.





State of Delaware

The Official Website of the First State

DNREC - Online Reporting System

Log Out

Search Criteria

Your Sites

<input checked="" type="checkbox"/>	ID	Site Name	Street Address
<input checked="" type="checkbox"/>	AVFC	AVFUEL Corporation (Dana)	47 West Ellsworth, Ann Arbor, MI 48108 US
<input checked="" type="checkbox"/>	BALT	Baltimore Tank Lines Inc	180 8th Avenue, PO Box 1028, Glen Burnie, MD 21061 US

Search

Documents For Selected Sites

	File Name	Comments	ID	Site Name	Submitted Date	Submitted By	Status
Sign	2..pdf	Gasonline Delivery Vessels Data Entry by Users Online	AVFC	AVFUEL Corporation (Dana)	11/09/2012 02:45 PM	praveen.jarugulla	Signed

Home

You will be sent an email with a copy of the receipt and the document itself. You have now completed submitting an electronically signed application.

Here are examples of some of the emails you will receive:

